

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)
Contract Personnel Under Ceiling Control

2. TYPE OF REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA
☒ PERSONNEL
☐ LOGISTICS
☐ MEDICAL
☐ TRAINING
☐ SECURITY
☐ FINANCE
ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED 3
5. FREQUENCY (weekly, monthly, quarterly, etc.) monthly
6. DISTRIBUTION (No. of components not number of copies) 1

7. FORMAT (memorandum, form computer print-out, etc) Memo
8. ADP PROCESSING
☐ YES IF YES GIVE ADP PROCESSING NO.
☒ NO
9. DIRECTIVE AUTHORITY REQUIRING REPORT
Ex-Dir-Compt Memo, 7 March 1969

10. PREPARING COMPONENT (include lowest level contributing information to report)
CPD
11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-13-9	\$10.21		1 hr.		\$10.21		12		\$122.52

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provide basic information required to manage and control Agency non-staff personnel.
First report December 1968, Executive Director-Comptroller established requirement.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)		MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE				
<input type="checkbox"/> DISCONTINUE				

16. DATE OF INVENTORY 9 October 1970
17. NG INFORMATION
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160070-3
Chief, Contract Personnel Division
18. EXTENSION